

Real Estate Training Program Directive

## Human Rights

<b>Classification</b>	Real Estate Training Programs
<b>Responsible Authority</b>	Program Manager, Real Estate Training
<b>Executive Sponsor</b>	Senior Vice President, Academic
<b>Approval Authority</b>	Executive Director, Online and Professional Training
<b>Date First Approved</b>	2025-06-13
<b>Date Last Reviewed</b>	N/A
<b>Date to Complete Mandatory Review</b>	2026-06-12

### Purpose

To confirm Algonquin College's commitment to providing an inclusive and respectful learning and working environment in compliance with the Ontario Human Rights Code and related legislation.

### Scope

This directive applies to all learners, facilitators, and staff involved in the delivery of Real Estate Training Programs. These programs include the Real Estate Salesperson Program, consisting of the Pre-Registration Phase and the Post-Registration Phase, and the Real Estate Broker Program, offered through Algonquin College.

## Definitions

### Discrimination

One or a series of action(s) or behaviour(s) related to one or more of the prohibited grounds, as defined by the Ontario Human Rights Code ("the Code"), that results in unfavourable or adverse treatment which negatively affects or could negatively affect the employment status of an employee or the status of a student.

### Harassment

A course of comments or conduct that is unwelcome or ought reasonably to be known as unwelcome. It can take many forms - verbal, physical, or visual - and may create an intimidating, hostile, or offensive environment for the person targeted. Harassment can occur as a single serious incident or through repeated actions and may be based on personal characteristics or unrelated to any specific ground.

### Ontario Human Rights Code

Provincial law that protects individuals from discrimination and harassment in areas such as employment, housing, education, and access to services. It identifies specific protected grounds and ensures that every person has the right to equal treatment and opportunities, free from discrimination and harassment, in accordance with the principles of dignity, respect, and inclusion.

### Equity

Treating individuals and groups fairly, not necessarily equally or the same; recognizing that there are barriers to employment, participation, access and inclusion in the workplace. The principle of equity acknowledges that systemic barriers exist and action is needed to address historical imbalances.

## Directive

### 1.0

Algonquin College affirms its commitment to maintaining a learning environment for all Real Estate Training Program participants that is respectful, inclusive, and free from discrimination and harassment. This directive supplements institutional human rights protections by identifying specific responsibilities and expectations applicable to real estate training programming.

### 2.0

The College is bound by, and complies with, all relevant federal and provincial human rights legislation, including the Ontario Human Rights Code and the Canadian Charter of Rights and Freedoms.

### 3.0 Related Algonquin College policies and directives apply to all learners in real estate training programs:

- a. AC01 – Academic Accommodation for Accessible Learning
- b. SA18 – Combating Racism and Hate
- c. Real Estate Training Learner Conduct Directive

### 4.0

In addition, broader College policies such as HR22 – Respectful Workplace and HR24 – Equity, Diversity and Inclusion continue to apply in all areas of College activity, including real estate program delivery.

### 5.0 The College is committed to:

- a. Preventing and addressing discrimination and harassment in all real estate training program activities
- b. Promoting equity and human rights through inclusive learning environments
- c. Providing academic accommodations to learners with disabilities or other Code-protected needs
- d. Maintaining a culture grounded in dignity, mutual respect, and the recognition of systemic barriers

### 6.0

Where human rights concerns arise in relation to examination activities, Algonquin College will support RECO's designated Assessment Service Provider (ASP) in meeting its independent obligations under the Code.



## Procedure

	Action	Responsibility
01	<p><b>Reporting a Human Rights Concern</b></p> <p>Any learner, facilitator, or employee involved in Real Estate Training programs who believes they have experienced or witnessed discrimination or harassment is encouraged to report the concern as soon as possible. Concerns may be raised through one or more of the following channels:</p> <ul style="list-style-type: none"> <li>• Directly to a Facilitator, Program Manager, or staff member</li> <li>• Via the College's formal complaint submission process, as outlined in <a href="#">HR22: Respectful Workplace</a>.</li> </ul> <p>Reports may be made verbally or in writing. Individuals may request support or advocacy when initiating a complaint.</p>	Learners, Facilitators, and Employees
02	<p><b>Initial Response and Informal Resolution</b></p> <p>Where appropriate and with the consent of the affected individual, the College may attempt to resolve the matter informally. This may involve:</p> <ul style="list-style-type: none"> <li>• Facilitated dialogue between parties;</li> <li>• Education or clarification regarding the College's human rights policies;</li> <li>• Restorative practices, when appropriate and agreed upon by all parties.</li> </ul> <p>Informal resolution is not required before filing a formal complaint and is not appropriate in cases involving serious allegations.</p>	College Administrator
03	<p><b>Filing a Formal Complaint and Investigations</b></p> <p>If an informal resolution is not appropriate or successful, a formal complaint may be submitted. Formal complaints and investigations are governed by <a href="#">HR22: Respectful Workplace</a>.</p>	Learners, Facilitators, and Employees
04	<p><b>Protection from Reprisal</b></p> <p>Algonquin College strictly prohibits retaliation against anyone who in good faith reports a concern, participates in an investigation, or seeks advice about a potential human rights issue.</p>	Learners, Facilitators, and Employees

## Related Policies and Directives

### **HR22: Respectful Workplace**

<https://www.algonquincollege.com/policies/files/2019/07/HR22.pdf>

### **HR24: Equity, Diversity and Inclusion**

<https://www.algonquincollege.com/policies/files/2020/12/HR24.pdf>

### **HR25: Psychological Health and Safety**

<https://www.algonquincollege.com/policies/files/2020/12/HR25.pdf>

Real Estate Training Learner Conduct Directive

## Related Materials

### **The Ontario Human Rights Commission**

<http://www.ohrc.on.ca/en>

### **The Ontario Human Rights Code (1990)**

<http://www.ontario.ca/laws/statute/90h19>

### **The Ontario Occupational Health & Safety Act (1990)**

<http://www.ontario.ca/laws/statute/90o01>